

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** Chief Payroll Officers  
All State Agencies

**DATE:** June 22, 2009

**FROM:** Louise M. Anderson  
Associate Controller - Operations

**SUBJECT:** RT Time Used  
CPO 09-18

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This communication is to assist you in responding to questions from employees who used accrued "RT" time for Pay Period 26 (check date 6/26/09):

The employee will see a reduction in their regular vacation time on the direct deposit slip. Be assured that the use of "RT" time has not reduced the employee's regular vacation time. The employee's available accrued time in the system is still correct and the vacation balance on the direct deposit slip will be corrected next pay period.